

e-Filing for Media



A guide for media who are required to e-File requests through the Franklin County Clerk of Courts e-Filing system

Media members are required to e-File, just like attorneys, agency filers, and pro se litigants and defendants. This guide will assist Media members with e-Filing in the **Civil** and **Criminal** Divisions of the Court of Common Pleas.

Access this page by [clicking HERE](#).

The screenshot shows a web browser window titled "Electronic Filing - Mozilla Firefox". The address bar displays "https://efiletrain.franklincountyohio.gov". The website header includes the Franklin County e-Filing logo, a navigation menu with "Terms of use", "Payment policy", and "Support", and the text "Electronic Filing" and "powered by eFlex from Tybera". The main content area features a large image of a modern building with an "eFile!" callout. Below the image is a welcome message and a login section. The login section has a "Log In" heading, a prompt to "Enter your User Name and Password.", and two input fields for "User Name:" and "Password:". Below these fields are buttons for "Log In", "Forgot Your Password?", and "Request Account". At the bottom of the page, there is a footer with links for "online help", "about Tybera Development Group, Inc.", and "contact us".

Electronic Filing - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Electronic Filing

https://efiletrain.franklincountyohio.gov

Google

Franklin County e-Filing

Terms of use Payment policy Support

Electronic Filing

powered by eFlex from Tybera

eFile!

Welcome to the Franklin County's e-Filing website.

This new service will allow you to initiate a case or file to an existing case electronically. But you must first request an account which is then approved by the Clerk.

Please review the Terms of Use policy.

Thank you for your participation in the use of our new e-Filing system.

Log In

Enter your User Name and Password.

User Name:

Password:

[Log In](#) [Forgot Your Password?](#)

[Request Account](#)

online help | about Tybera Development Group, Inc. | contact us

This is the e-Filing **Login Screen**. Users can sign in to their e-Filing account, or request an account using the button on the right side of the webpage.

*New users must agree to the Franklin County Ohio e-Filing System User Agreement. All current filers have agreed to this language. If you have any questions about this agreement, please **contact the Clerk of Courts Office** at (614)525-3600*

User Agreement

In order to register for an account with eFlex, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the log in screen.

Franklin County, Ohio e-Filing System User Agreement

In order to register for an account with the Franklin County, Ohio, e-Filing System, including the Common Pleas Court General Division, Common Pleas Court Probate Division, Common Pleas Court Division of Domestic Relations and Juvenile Branch, the Tenth District Court of Appeals and the Clerks of Court for the respective Courts, you must accept the terms of the User Agreement below. Failure to accept these terms will result in you being denied access to the system and being re-directed take you back to the login screen.

Each person who has been approved to file electronically shall be responsible for the security and use of the user name and password that are assigned to that person. Any electronic filing made utilizing that user name and password shall be deemed to be made with the authorization of the owner of the user name and password.

Each authorized user of the Franklin County, Ohio, e-Filing System agrees to comply with the Administrative Orders and/or Local Rules of the Division or Branch of the Common Pleas Court or Tenth District Court of Appeals governing e-Filing as are then in effect in the applicable Court, Division or Branch at the time of each electronic filing.

Service of pleadings and other documents filed electronically using the e-Filing System shall be governed by the above-referenced Administrative Orders and/or Local Rules governing e-Filing in effect on the date of the filing of the pleadings or documents to be served. E-Service shall not replace the methods of service of pleadings prescribed in the applicable Rules of Procedure. In accordance with those procedures, all parties registered and approved to file documents electronically may be served with notices and copies of documents filed subsequent to a Complaint or Third-Party Complaint by Notice of Electronic Filing (NEF). By accepting the terms of this e-Filing System User Agreement, the filer consents to receive notices and copies of documents electronically, and waives the right to receive by first class mail notice of any document filed electronically subsequent to the Complaint or Third-Party Complaint.

Each authorized user of the Franklin County, Ohio, e-Filing System agrees he/she will not use the e-Filing system to engage in criminal activity or to commit fraud or identity theft. Each authorized user of the Franklin County, Ohio, e-Filing System also agrees not to upload or submit prohibited content into the system. As used in this agreement, "prohibited content" includes, by way of example and not limitation, the following:

- Documents, articles, links or other materials that promote racism, bigotry, hatred or physical harm of any kind against any group or individual;
- Documents, articles, links or other materials that are or could be harmful to minors, exploit persons under 18 years of age in a sexual or violent way, or solicit personal information from anyone under 18 years of age;
- Documents, articles, links or other materials that harass or advocate harassment of another person or are abusive, threatening, or obscene;
- Documents, articles, links or other materials that involve the transmission of "junk mail," "chain letters," unsolicited mass mailing or "spamming;"
- Documents, articles, links or other materials that promote or contain information known to be false;
- Documents, articles, links or other materials that promote or encourage illegal activities or conduct, or provide instructional information about illegal activities such as making or buying illegal weapons, violating someone's privacy, or providing or creating computer viruses;
- Documents, articles, links or other materials that display pornographic materials or images of any kind; and
- Documents, articles, links or other materials that solicit passwords or personal identifying information from other users for commercial or unlawful purposes.

Each authorized user understands and agrees that in the event the user violates the provisions of this User Agreement and specifically this paragraph, the user's privilege to participate in the Franklin County e-Filing System and the user's access to the system may be terminated, at the sole discretion of the Common Pleas Court General Division, Common Pleas Court Probate Division, Common Pleas Court Domestic Relations Division, the Juvenile Branch of the Common Pleas Court Division of Domestic Relations and Juvenile Branch, the Tenth District Court of Appeals, and the Clerks of Court for the respective Courts. Each authorized user also understands and consents to removal of the prohibited content from the e-Filing System at the discretion of the Courts and Clerks identified.

Important notice of redaction responsibility: Rules 44 and 45 of the Rules of Superintendence for the Courts of Ohio provide that parties and their attorneys should not include, or must redact where inclusion is necessary, certain personal identifiers in order to protect personal privacy. Rule 44 (H) defines personal identifiers to mean "social security numbers, except for the last four digits; financial account numbers, including but not limited to debit card, charge card, and credit card numbers; employer and employee identification numbers; and a juvenile's name in an abuse, neglect, or dependency case, except for the juvenile's initials or a generic abbreviation such as 'CV' for 'child victim.'" Personal identifiers should be omitted or redacted from all case documents submitted to the Court or filed with the Clerk, unless otherwise ordered by the Court.

☒ I have read the applicable Administrative Order(s) and/or Local Rules, located at <http://www.franklincountyohio.gov/clerk/e-File.cfm>, that govern e-Filing and I accept the terms of the user agreement.

☐ I do not accept the terms of the user agreement

Click on the **radio button** to agree with the Administrative Orders, and accept the terms of the user agreement and move forward.

To register your account, follow these few steps, including defining your user roll (media), identifying the company you are filing for, if any, and then giving us your contact information through an electronic application (below).

eFlex - Mozilla Firefox

File Edit View History Bookmarks Tools Help

eFlex

https://efiletrain.franklincountyohio.gov/reg

Franklin County eFiling

Electronic Filing

Request a User Account

Request a User Account

***Required Fields**

Company Name: Columbus Dispatch

User Name: * CKENT

Your password must be at least 6 characters long and must be different than your user name.

Password: *

Confirm Password: *

Title:

First Name: *

Middle Name:

Last Name: *

Suffix Name:

Phone: Fax:

Email:

1st Alternate Email:

2nd Alternate Email:

Address Line 1: *

Address Line 2:

Address Line 3:

City: * State: Ohio

Postal Code: * Country: United States

Cancel Submit

The Clerk of Courts Office produced several **YouTube videos** on using the e-Filing website. We highly recommend viewing these videos, and subscribing to the Clerk's YouTube Channel to receive the most up-to-date information about this office. View the YouTube channel by [clicking HERE](#).

*Your e-Filing account should be active within **24 hours**. You will receive email notification once your account is active. If you do not receive an email, please contact the **Clerk of Courts** office at (614) 525-3600*

Electronic Filing - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Electronic Filing

https://efiletrain.franklincountyohio.gov


Franklin County e-Filing

Electronic Filing

Terms of use Payment policy Support

powered by eFlex from Tybera

eFile!



Welcome to the Franklin County's e-Filing website.

This new service will allow you to initiate a case or file to an existing case electronically. But you must first request an account which is then approved by the Clerk.

Please review the Terms of Use policy.

Thank you for your participation in the use of our new e-Filing system.

Log In

Enter your User Name and Password.

User Name:

Password:

[Log In](#) [Forgot Your Password?](#)

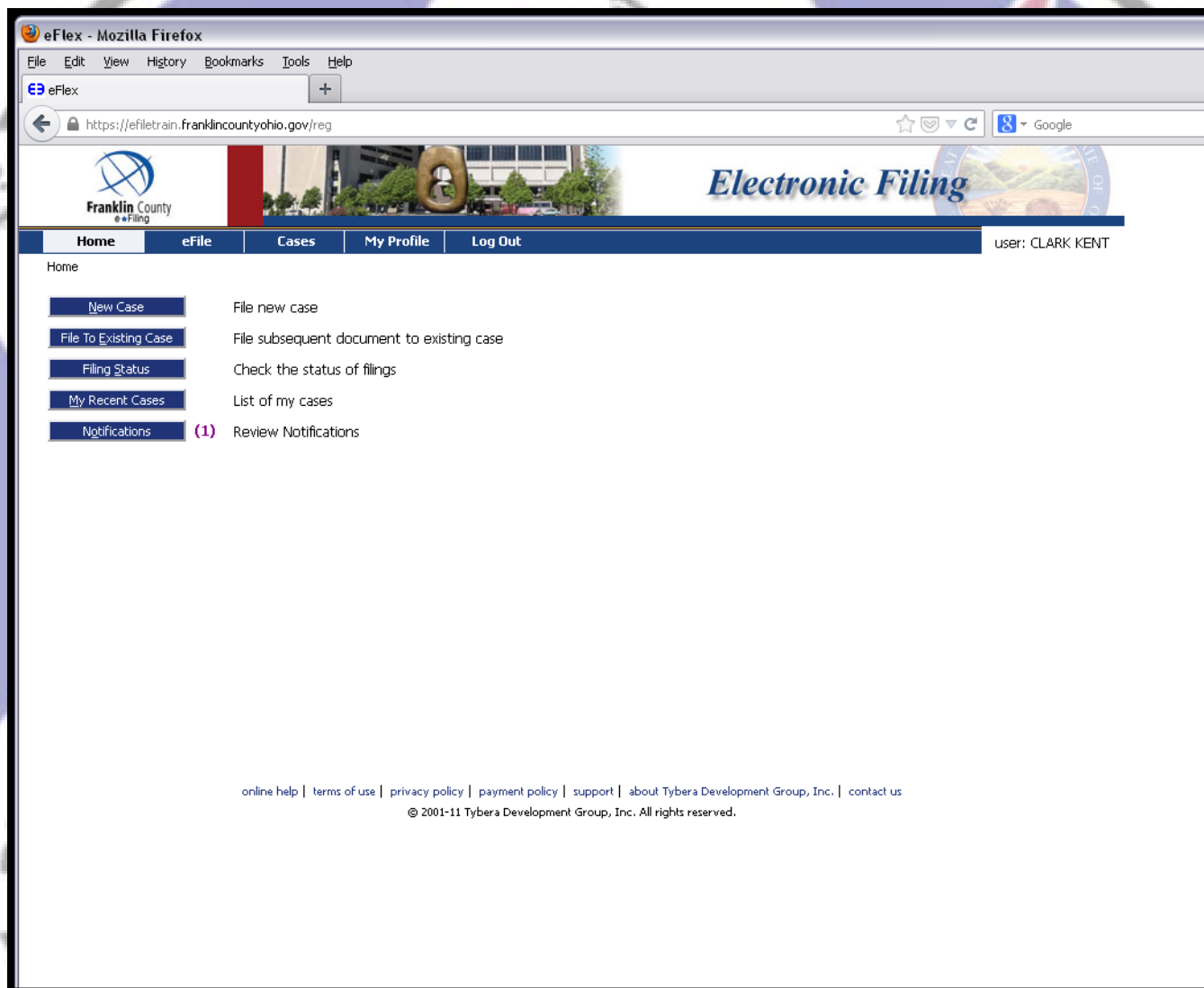
[Request Account](#)

[online help](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)

Once your account is active, return to the e-Filing Login page ([accessible here](#)) and enter the User Name and Password you supplied when you registered your e-Filing account. Click "Log In" to begin e-Filing.

On the e-Filing **Home Screen**, you can navigate throughout the system, based on what tasks you need to accomplish.

The Clerk of Courts produced a special video about navigating the e-Filing Home Screen, which you can view by [clicking HERE](#).



Most Media members will need to **File to an Existing Case**, and should start their e-Filing by clicking on the appropriate button on the Home Screen, as shown above.

In order to begin, you must identify the case to which you are filing.

*Please enter the **Case Number**, select the **correct Court***, and type a case **Participant's Last Name** (Plaintiff or Defendant)*

*Note the court in which you are searching. Searching for a “DR” case with the dropdown on “GENERAL DIVISION, COURT OF COMMON PLEAS” will return no results, as “DR” cases are filed in Domestic Court.

Once you have identified the case to which you are e-Filing, you will be taken to the Add a Document screen. Here, you will upload your request for Media e-Filing.

The screenshot shows the eFlex web application running in a Mozilla Firefox browser. The address bar displays the URL <https://efiletrain.franklincountyohio.gov/notify>. The page features a header with the Franklin County e-Filing logo and the text "Electronic Filing". A navigation bar includes links for Home, eFile, Cases, My Profile, and Log Out, with the user name "user: CLARK KENT" displayed on the right. Below the navigation bar, a breadcrumb trail shows "Home ⇒ Existing Case ⇒ Add a Document". A prominent yellow bar highlights the case information: "Case Number : 12CV000123" and "Case Title : CREDIT ACCEPTANCE CORPORATION -VS- VERNON L DUBLIN". Below this, the "Case Subtype" is set to "H-Other Civil". The form includes fields for "Document Category", "Document Type *", and "Additional Text". There is a section for "Acceptable File Format(s) (*.pdf)" and a "Document Location" field with a "Browse..." button. An "Add to Submission" button is labeled "Add". Below the form is a table with columns: Document Name, View Document, Edit Data, Size, Pg Count, and Remove. At the bottom of the form are buttons for "Back", "Move to Draft", and "Next". The footer contains links for online help, terms of use, privacy policy, payment policy, support, about Tybera Development Group, Inc., and contact us, along with a copyright notice for 2011-11 Tybera Development Group, Inc.

eFlex - Mozilla Firefox

File Edit View History Bookmarks Tools Help

eFlex

https://efiletrain.franklincountyohio.gov/notify

Google

Franklin County e-Filing

Electronic Filing

Home eFile Cases My Profile Log Out user: CLARK KENT

Home ⇒ Existing Case ⇒ Add a Document

Case Number : 12CV000123 Case Title : CREDIT ACCEPTANCE CORPORATION -VS- VERNON L DUBLIN

Case Subtype : H-Other Civil

Document Category

Document Type *

Additional Text

Acceptable File Format(s) (*.pdf)

Document Location Browse...

Add to Submission Add

Document Name	View Document	Edit Data	Size	Pg Count	Remove
---------------	---------------	-----------	------	----------	--------

Back Move to Draft Next

online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact us

© 2011-11 Tybera Development Group, Inc. All rights reserved.

The **YELLOW BAR** across the top of the page identifies the case information. Check that you are filing to the correct case and that the case number and title match the case to which you are requesting access.

Using the Drop Down Menus, find the Document Category labeled **"MEDIA"**, and select the Document Type labeled **"PROPOSED ENTRY OF MEDIA PERMISSION"** when submitting in the Civil Division, or **"PROPOSED ORDER: MEDIA PERMISSION"** when submitting in the Criminal Division. Then, select the Browse button to upload your completed Proposed Entry.

eFlex - Mozilla Firefox

File Edit View History Bookmarks Tools Help

eFlex

https://efiletrain.franklincountyohio.gov/worklist

Electronic Filing

Franklin County eFiling

Home eFile Cases My Profile Log Out user: CLARK KENT

Draft Filings ⇒ Add a Document

Case Number : 12CV000013 Case Title : KEVIN L MOORE -VS- CARLETTA GRACE HAGANS

Case Subtype : Other Civil CPD

Document Category MEDIA

Document Type * PROPOSED ENTRY OF MEDIA PERMISSION

Additional Text

Acceptable File Format(s) (*.DOCX, *.DOC)

Document Location C:\Documents and Settings\lcrkopech\Desktop\Proposed Entry of Me Browse...

Add to Submission Add

Document Name	View Document	Edit Data	Size	Pg Count	Remove
---------------	---------------	-----------	------	----------	--------

Back Move to Draft Next

online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact us

© 2011-11 Tybera Development Group, Inc. All rights reserved.

For Criminal cases, a .PDF document can be obtained off the Common Pleas Court website, and can be found by [clicking HERE](#). Please note that different courts require different documents and document types. Instructions for filing in Domestic and Juvenile Divisions will be provided at a later date.

Finally, you can **Review and Approve** your filing to make sure that you are submitting the proposed entry to the correct case, and to make sure you have uploaded the correct document. When this is verified, click **Submit the Filing**.

eFlex - Mozilla Firefox

File Edit View History Bookmarks Tools Help

eFlex

https://efiletrain.franklincountyohio.gov/worklist

Google

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: CLARK KENT

Draft Filings ⇒ Add a Document ⇒ Review and Approve Filing

Review and Approve Filing

Case Number : 12CV000013 Case Title : KEVIN L MOORE -VS- CARLETTA GRACE HAGANS

Case Subtype : Other Civil CPO

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
PROPOSED ENTRY OF MEDIA PERMISSION	Proposed Entry of Media Permission.docx

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

[online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)
© 2001-11 Tybera Development Group, Inc. All rights reserved.

Please be sure to click on the **View Document** link for the submission to verify you haven't uploaded the incorrect document. One of the biggest reasons we reject filings is because of this type of situation. For more information on **Rejection** and **Decline**, you can view the Clerk of Court's YouTube [video on the subject HERE](#).

Now, your filing has been submitted to the Clerk's Office for review. This Proposed Entry will then be electronically forwarded to the Court for Judicial Review, and the Judge or Judge's staff will approve or decline the Entry.

eFlex - Mozilla Firefox

File Edit View History Bookmarks Tools Help

eFlex

https://efiletrain.franklincountyohio.gov/worklist

Google

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: CLARK KENT

Draft Filings ⇒ Submission Confirmation

Your Filing has been submitted

Case Type: Other Civil CPO - PROPOSED ENTRY OF MEDIA PERMISSION

Note: This filing is now being processed and added to the Clerk of Court document repository. Once the documents associated with your filing have been stored, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 90 days, after which it will be purged from this system. The documents will be retained and available long term through the Clerk of Court.

[Filing Status](#)

[online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)

© 2001-11 Tybera Development Group, Inc. All rights reserved.

Once your document has been filed, you will be able to follow its progress through the system by clicking on **Filing Status**. This will tell you when your Proposed Entry has passed through the Clerk's Office, and gone to a Judge.

Do you need more help?

The Clerk of Courts Office is happy to assist you with using the e-Filing system. Please contact the proper division, and staff will help you with your e-Filing.

Questions?

Comments?

Issues?

Problems?

We're Here to Help!

For Technical Questions, **call the Division**

- Civil Division – (614) 525-3621
- Criminal Division – (614) 525-3651
- Juvenile Division – (614) 525-4411
- Domestic Division – (614) 525-4410
- Appeals Division – (614) 525-3624

For all other Media Inquiries, call the Clerk of Courts Office and ask for the **Director of Communications:**

- (614) 525-3600

Visit the Clerk of Courts website to see **annual reports**,
foreclosure and other case type statistics, and to **subscribe to**
our YouTube Channel.

<http://www.franklincountyohio.gov/clerk>

The screenshot shows the Franklin County Clerk of Courts website. The browser window title is "Franklin County Clerk of Courts - Mozilla Firefox". The address bar shows "www.franklincountyohio.gov/clerk/". The website features a header with a search bar, Google Translate, and a banner for Maryellen O'Shaughnessy, Franklin County Clerk of Courts. The main navigation bar includes links for HOME, E-FILING, CASE INFORMATION ONLINE, LOCATIONS, CONTACT US, and ABOUT THE CLERK. The left sidebar contains sections for LEGAL DIVISIONS (Appeals, Civil, Criminal, Domestic, Juvenile, Juvenile Traffic), AUTO TITLE (Auto Title, Auto Title Search, Auto Title Questions, Auto Title Portal Login, Portal Registration), FORMS AND FEES (Appeals, Auto Title, Civil, Criminal, Domestic, Juvenile, Fees), and LINKS (Franklin County Common Pleas General Division, Juvenile & Domestic Court, Tenth District Court of Appeals Court). The main content area includes a "Welcome!" message, a "Clerk's News" section with a YouTube channel link, and a "MISSION STATEMENT" section. The footer contains a link to the e-Filing page.

Franklin County Clerk of Courts - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Franklin County Clerk of Courts

www.franklincountyohio.gov/clerk/

Google Custom Search Search

Google Translate

Select Language

Google Gadgets powered by Google

Maryellen O'Shaughnessy
Franklin County Clerk of Courts

HOME E-FILING CASE INFORMATION ONLINE LOCATIONS CONTACT US ABOUT THE CLERK

LEGAL DIVISIONS

- Appeals
- Civil
- Criminal
- Domestic
- Juvenile
- Juvenile Traffic

AUTO TITLE

- Auto Title
- Auto Title Search
- Auto Title Questions
- Auto Title Portal Login
- Portal Registration

FORMS AND FEES

- Appeals
- Auto Title
- Civil
- Criminal
- Domestic
- Juvenile
- Fees

LINKS

- Franklin County Common Pleas General Division
- Juvenile & Domestic Court
- Tenth District Court of Appeals Court

Welcome!

Thank you for stopping by the Clerk of Courts' web site. As you navigate our site, make use of all the resources offered such as [Case Information Online](#) (CIO) search option, or the [Auto Title Portal \(for members\)](#). If you would like to share your comments or suggestions, just [contact us](#).

My Deputy Clerks are ready to offer their best service to you. For information about any Division in the Clerk of Courts, access is easy. Just select from the listed options along the left margin.

I work for you. Together, we will make the Franklin County Clerk of Courts Office, and its many functions, as user-friendly as possible.

Best regards,
Maryellen O'Shaughnessy, Clerk of Courts

MISSION STATEMENT:
The Franklin County Clerk's office serves individuals, businesses and organizations within and outside Franklin County through its professional management of all legal and auto title documents filed through the Court of Common Pleas, 10th District Court of Appeals, and the Clerk's Auto Title Division with sound business practices and financial accountability while providing Timely, Accurate and Courteous service.

Please visit our [e-Filing page](#) for updated Administrative Orders related to e-Filing in the Court of Common Pleas. Also, see new [YouTube](#) postings containing helpful instructions for filings through the Clerk of Courts office.

Visit our [e-Filing](#) information page for more information on how to e-File

Clerk's News

Click Here to Subscribe to the Clerk's YouTube Channel

Click on the **"Clerk's News"** button to find out more about our office.

You can also access our special e-Filing section, learn about the Clerk and visit our YouTube channel right from this website.